



Dear Business Owner:

Enclosed please find the State of New Jersey MBE/WBE Certification Application. If you wish to participate as a Minority and/or Women Business Enterprise, kindly complete and submit the application with a non-refundable check or money order in the amount of \$75.00 made payable to “***NJ Commerce***”. **DO NOT SEND CASH.**

Your initial M/WBE certification is valid for **1 year**. In accordance with **NJAC 12A: 11-1.3**, recertification of your status is required after the first year. On or before your anniversary date, please submit a completed application, documentation as requested in 8(f)&(l) only and a check or money order in the amount of \$75.00. Once your recertification is approved, your M/WBE certification is valid for 5 years provided that you submit a completed Annual Verification form each year by your certification anniversary date.

Please pay particular attention to the supporting documents required. First time applicants are not required to provide personal federal or state tax documents for the first year. Recertification at the end of year one, however, requires this documentation to be submitted. For each question on the application, a response must be indicated, even if it is “Not Applicable.” Incomplete applications will be returned. *Any applicant, who knowingly supplies false information, shall upon conviction, be guilty of a crime of the fourth degree.*

**For Free counseling**, please contact either the Small Business Development Center (973) 353-5960 or New Jersey Institute of Technology (973) 596-3105 prior to submitting your application.

If your firm already has been granted MBE/WBE status by The Port Authority of NY/NJ, NJ Transit and/or NJ Department of Transportation within the past 12 months, please complete this application (questions only), and submit with a copy of your current certification and/or approval letter, and a non-refundable check or money order in the amount of \$75.00. Please send your completed application to:

***NJ Commerce & Economic Growth Commission  
20 West State Street, 4<sup>th</sup> Floor  
P.O. Box 820  
Trenton, NJ 08625-0820***

If you require further information, please call (609) 777-0885 for assistance.

## *State of New Jersey MBE/WBE Certification Application*

***Print or Type***

Firm Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Provide full address of principal place of business  
\_\_\_\_\_  
\_\_\_\_\_  
County \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Federal ID # \_\_\_\_\_  
Social Security # \_\_\_\_\_  
(Use S.S.# ONLY if you don't have a Federal ID#)

***For Agency Use Only***

Approved \_\_\_\_\_ Date \_\_\_\_\_ Int. \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_ Int. \_\_\_\_\_

Referring Agency:

MBE/WBE \_\_\_\_\_ NJDOT \_\_\_\_\_ NJT \_\_\_\_\_

NY/NJ PA \_\_\_\_\_ Other \_\_\_\_\_

Payment Included Yes No

Payment Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

### **ANSWER ALL QUESTIONS**

1. Name of Company President/Chief Executive Officer/Managing Member/Owner

President and/or CEO	Managing Member	Owner

1a. Name & title of officer of the firm who can be contacted during the application review process.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. This firm is applying for certification as: *(One or more categories may be designated.)*

☐ Minority Business Enterprise (MBE)      ☐ Women Business Enterprise (WBE)

3. Method of Acquisition *(check all that apply):*

☐ Start New Business

☐ Bought Existing Business

Date of acquisition: \_\_\_\_\_

☐ Secured Franchise

☐ Merger or Consolidation

☐ Other

☐ Secured Concession

☐ Inherited Business

4. Name, position & ethnicity of all principals with ownership interest. *(Check all that are applicable. If no positions are held, write "None".)*

Name	Position	Group Code*	% Owned	Sex	US Citizen or Permanent Resident Alien

\*Group Code Key *(Please refer to regulations for definitions)*

01 - Black

02 - Hispanic

03 - Asian -Pacific

04 - American Indian or Alaskan Native

05 - Non-Minority (Women)

06 - Other

5. Gross Receipts (Sales). Please provide total gross sales for the last 3 years. *(If business is under 3 years old, provide as many years returns as you have and complete with personal tax returns.)*

Current year \_\_\_\_\_  
year

Last year \_\_\_\_\_  
year

Previous year \_\_\_\_\_  
year

6. Is this firm in a construction-related industry? \_\_\_\_\_ Yes \_\_\_\_\_ No  
• If yes, list all construction craft codes (from attached list or visit <http://www.state.nj.us/commerce/SmallBiz.shtml>)


7. For all other non-construction related industries, list all applicable NIGP Commodity/Services codes ([www.state.nj.us/treasury/purchase/commcode.htm](http://www.state.nj.us/treasury/purchase/commcode.htm))


8. Provide all required information and documentation as follows:

- Briefly describe the firm's major field(s) of operation;
- Articles of incorporation, by-laws, partnership agreements, or joint venture agreements;
- Names and addresses of members and officers of the business and board of directors in the case of corporations;
- Names and addresses of capital investors and the amount of capital contributed. Gifted ownership shall not be considered;
- Business Tax Returns for the past three consecutive years if initial applicant;
- Year two* applicants must provide three years federal and state tax returns for business including all schedules. Include both business and personal tax returns of all officers, owners an/or principals;
- Resumes of all principals, partners, officers and/or key employees of the firm. Show home address, telephone number, education, training and employment dates.
- Number of shares of all classes of stock issued, and stock outstanding in the case of a corporation;
- Proof of ethnicity and/or gender (i.e. Photo ID, certificate of birth, driver's license, passport and/or green card)
- The affiliation of the business or any of its owners, officers or directors with any other business entity;
- A complete list of major and real personal property holding of the business;
- A complete disclosure of financial statements and balance sheets;
- A complete listing and copy of signature cards for all banking institutions with which the business is affiliated;
- A complete listing of previously attained certifications and a listing of all legal entities which denied certifications; and
- Copies of office/warehouse, lease/rental agreements and/or deeds, and mortgages when home based.

***An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance and shall be subject to rejection***

**Fraud Statement:** *I attest that this form has been completed as directed and that the information contained herein is true and accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in penalties outlined in N.J.S.A. 12A:11-1.10 and/or in prosecution under New Jersey's fraud statutes and liability to attendant civil or criminal penalties.*

*I have read and acknowledge the foregoing*

\_\_\_\_\_  
*Signature of Applicant*

# Verification

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

(A) \_\_\_\_\_, being duly sworn, states he or she is the owner  
Name of Corporate Officer  
(Or a partner/member in) of the enterprise making the foregoing Application and that the  
statements and representations made in the Application are true to his or her own  
knowledge.

(B) \_\_\_\_\_ being duly sworn, states that he or she is the

\_\_\_\_\_  
Title of Corporate Officer

\_\_\_\_\_  
Name of Corporation

of the enterprise making the foregoing Application, that he or she has read the Application and knows its  
contents, that the statements and representations made in the Application are true to his or her own  
knowledge, and that the Application is made at the direction of the Board of Directors of the Corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Corporate Seal (if applicable)

Sworn to before me this \_\_\_\_\_ the day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

Person assisting in completing the application: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

## **NOTE Applicant must also sign Fraud Statement.**

Mail completed form to: New Jersey Commerce & Economic Growth Commission

Office of Small Business  
20 West State Street, 4<sup>th</sup> Floor  
PO Box 820  
Trenton, New Jersey 08625-0820

### ***PLEASE READ THIS ENTIRE PAGE CAREFULLY!!***

***Only the signature of the owner or president of a corporation is acceptable. (For a partnership, only a general Partner may sign, the signature of a Limited Partner is not acceptable. For an LLC, the managing member must sign.)***

# CONSTRUCTION CRAFT CODING LIST

## (Construction Vendors Only)

C00010	Acoustical	C00430	Elevators	C00790	Landscape
C00020	Air Balancing & Testing of Environmental Systems	C00440	Energy Management Systems	C00800	Landscape Construction
C00030	Asbestos Removal-Mechanical	C00450	Engineering	C00810	Large Diameter Cylinder Piles (3 or more feet in diameter)
C00040	Asbestos removal-Treatment	C00460	Erection of Bridge Railing, Bridge Repair and deck	C00820	Latex Modified Overlay
C00050	Asphalt Mining	C00470	Erection Iron & Steel, and/or prestressed Concrete and/or Protective Coating of Structural Steel	C00830	Layout
C00060	Athletic Fields, Tracks, Courts	C00480	Erection of Bridge Railing	C00840	Maintenance and Protection of Traffic
C00070	Bituminous Material Application	C00481	Erection Ornamental and Light Structural Metal	C00850	Manufacture Railroad Equipment
C00080	Blasting	C00490	Erect Permanent Forms	C00860	Material Supplier
C00090	Boilers(New/Repair)	C00500	Erection of Steel Plate Pipe and Drainage Structures, Metal Bin Type Retaining WallsExcavationExterminating	C00870	Mechanical Construction
C00100	Boring	C00510	Excavation	C00871	Millwork
C00110	Brick and Block	C00511	Exterminating	C00880	Millwrighting
C00120	Bridge Work -viaducts, reframing walls, end foundations	C00520	Fare Boxes	C00890	Miscellaneous Structures
C00130	Bridge repairs	C00530	Fencing	C00900	Motor Vehicle Escorts (Traffic Dorectors)
C00140	Bulkheads & Docks	C00540	Fire Alarms - Signal Systems	C00910	Mowing
C00150	Bus Shelter	C00550	Flooring - Tile	C00920	Natural Stone masonry
C00160	Bus Supplier	C00560	Food Service Equipment	C00930	Noise barriers
C00170	Caissons	C00570	Form Handling or Stripping	C00940	Oil and Gas Burners
C00180	Carpentry - General	C00580	Foundation	C00950	Packing Materials
C00190	Carpeting	C00581	Foundation Excavation	C00960	Painting
C00200	Cathodic Protection	C00590	General Copnstruction	C00970	Painting - Bridges, Tranks, Steel & Elevated Structures
C00210	Caulking & Water Proofing	C00600	Alterations and Additions	C00980	Painting - General
C00220	Chemical Vegetation Control	C00610	Building	C00990	Painting - Historical Sites
C00230	Clearing	C00620	Rest Area and Service Buildings	C01000	Parking Control Systems
C00240	Communication Systems	C00630	Road and Heavy Highway	C01010	Partitions - ceilings
C00249	Concrete Foundation, Footings-Masonry Work	C00640	Grading	C01020	Pavement Marking Long Life
C00250	Concrete Median Barrier Curb	C00641	Grading and Drainage, Drainage Structures	C01030	Paving Bituminous
C00260	Concrete Pavement	C00650	Grading and Paving, Draining Structures and all types of Paving	C01040	Paving Concrete
C00261	Concrete - Precast	C00651	Grouting	C01050	Permanent Signs
C00270	Concrete Repair	C00652	Guide Rail	C01060	Photography
C00280	Concrete Sawing, Sealing, and Curing	C00653	Gunite	C01070	Piezometer Pressure Measurement
C00290	Control Systems	C00660	Hauling	C01080	Pile Driving
C00300	Core Drilling	C00670	Highway and Sign Lighting	C01090	Pipeline Construction
C00310	Curbs, Sidewalks and Miscellaneous Concrete Work	C00680	Historical Renovations	C01100	Planting
C00320	Decorations - Interior	C00690	HVAC	C01110	Plumbing
C00330	Demolition	C00700	Impact Attenuators Installation	C01120	Pneumatic Mortar or Granite
C00340	Dewatering	C00710	Incinerators	C01120	Pneumatic Mortar or Granite
C00350	Diving	C00720	Iron and Steel Fabrications	C01130	Prefab Buildings
C00360	Doors and Hardware	C00730	Installation of Electronic Communication System	C01140	Prefab Music - Sound - Clean Rooms
C00370	Drainage	C00740	Insulation	C01150	Printed Supplies
C00380	Drainage and Structures & Chamber	C00750	Insulation - Mechanical	C01160	Prison Equipment Systems
C00390	Dredging	C00751	Irrigation	C01170	Protective Slope Coating
C00400	Dry Wall	C00760	Janitorial Services	C01180	Pumping Stations
C00401	Dust Collectors	C00770	Jetty and Breakwater	C01190	Radon Testing
C00410	Earthwork	C00780	Lab Furniture - Equipment		
C00420	Electrical				

C01200	Railroad Electrification	C01640	Subsurface Investigation Boring	C02040	Claims Analysis
C01210	Railroad Electrification Supplier	C01650	Supplier - Asphalt	C02050	Communications
C01220	Railroad Signal Work	C01660	Supplier - Building Materials	C02060	Construction Management
C01230	Railroad Track Work	C01670	Supplier - Electrical	C02070	CPM
C01231	Rail Crane	C01680	Supplier - Fastener, Nuts, Bolts, Screws	C02080	Design - Construction Monitoring
C01240	Rapid Transit	C01690	Supplier of Gas, Fuel, Oils, Grease, Lubricants	C02090	Electrical Engineering
C01250	Refrigeration	C01700	Supplier - Lumber	C02100	Energy Management Control System
C01260	Reinforcing Steel	C01710	Supplier - Paint	C02110	Environment Engineering
C01270	Relocatable Building	C01720	Supplier - Plumbing	C02120	Estimating - Cost Analysis
C01280	Removal of Petroleum Products, Debris and Hazardous Material	C01721	Supplier - Signs	C02130	Exhibit - Interpretative Design
C01290	Retrofit of Autobus Air Conditioning	C01730	Supplier - Transducers	C02140	Fire detection System
C01300	Retrofit of Autobus Fuel Injectors	C01740	Supply Fill Material Pit	C02150	Fire protection Engineering
C01310	Rigging	C01750	Swimming Pools	C02160	Fire Protection System
C01320	Rock Drilling	C01760	Telecommunications	C02170	Food Services
C01330	Roofing - Built Up	C01770	Test Borings	C02180	Geology
C01340	Roofing - Membrane EPDM	C01780	Test Labs	C02190	HVAC Engineering
C01350	Roofing - Membrane Modified Bitumen	C01790	Testing, Curing and/or Transporting Samples	C02200	Historical Preservation
C01360	Roofing - Membrane PVC - CPE - CSPE	C01800	Topsoiling and Seeding	C02210	Hydraulics - Pneumatics
C01370	Roofing - Metal	C01810	Traffic Control Systems	C02220	Hydrographic Surveying
C01380	Roofing - Tile - Slate - Shingles	C01820	Traffic Directors	C02230	Hydrology
C01390	Roofing - Urethane	C01830	Traffic Safety Device Supplier	C02240	Interior Design - Space Planning
C01400	Sandblasting	C01840	Traffic Signals	C02250	Land Surveying
C01410	Sand Drain Sand Fill	C01841	Tree Trimming & Removal	C02260	Landscape Design
C01420	Sawing, Sealing & Curing	C01850	Trenching	C02270	Marine Engineering
C01430	Seating - Auditorium Bleachers	C01860	Truck & Equipment Lessors	C02280	Material Testing
C01440	Security - Intrusion Alarms	C01870	Tunneling	C02290	Mechanical Engineering - Elevators, Conveyors, etc.
C01450	Septic Systems	C01880	Underground Utilities	C02300	Planning
C01460	Service Stations	C01890	Underwater Construction, Excavation, Inspection, Restoration of Piers, Salvage)	C02310	Plumbing Engineering
C01470	Sewage Disposal	C01900	Wall Covering	C02320	Roofing Consultant
C01480	Sewer Piping & Storm Drains	C01910	Waste Disposal	C02330	Roofing Inspection
C01490	Sewerage & Water Treatment	C01920	Waste Removal, Toxic - Hazardous	C02340	Sanitary Engineering
C01500	School Library Furniture	C01930	Waterproofing & Caulking	C02350	Security Systems
C01510	Shear Connectors Studs	C01940	Welding	C02360	Site Planning
C01520	Sheet metal (Mechanical)	C01950	Well Drilling	C02370	Soil Engineering
C01530	Siding and Gutters	C01960	Windows	C02380	Structural Engineering
C01540	Signs and Sign Structures	C01970	Window Treatment	C02390	Testing & Balancing (HVAC)
C01550	Site Work		PROFESSIONAL SERVICES	C02400	Traffic
C01560	Soil and Rock Anchors	C01980	Acoustics	C02410	Transportation
C01570	Solar Installation Active	C01990	Aerial Surveying	C02420	Value Engineering
C01580	Solar Installation Passive	C02000	Archaeology	C02430	Waste - Water Treatment
C01590	Special Motorized Vehicle Equipment	C02010	Architecture		
C01600	Special Railroad Station Structures	C02020	Asbestos Abatement		
C01610	Sprinkler Systems	C02030	Civil Engineering		
01620	Steel Fabrication				
	Structural Steel & Ornamental iron				
C01630	Storage Tanks				